

**BY ORDER OF THE COMMANDER
75 AIR BASE WING**



**75 AIR BASE WING AIR BASE WING
INSTRUCTION 33-301 HILL AIR FORCE
BASE**

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Communications and Information

***STAFFING DOCUMENTS THROUGH THE
WING COMMAND SECTION***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides procedures for processing various documents through the wing command section. It addresses performance reports, decorations, various coordination forms, and correspondence. This instruction outlines mandatory coordination procedures to include offices that must coordinate. It prescribes 75th Air Base Wing (75 ABW) Form 4, *Performance Report* and, *Decoration Coordination*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>.

SUMMARY OF CHANGES

This instruction outlines mandatory coordination procedures to include offices that must coordinate.

1. Introduction.

1.1. Performance Reports. This instruction **will not** repeat what is formally covered in AFI 36-2406, *Officer and Enlisted Evaluation Systems*. Procedures for moving reports from the unit to the wing are in the performance report section. It will describe the routing and quality force forms required.

1.2. Decorations. This instruction **will not** repeat what is formally covered in AFI 36-2803, *The Air Force Awards and Decorations Program*. It will describe the proper coordination procedures and forms required.

1.3. Correspondence. Coordination procedures and required forms will be addressed in this section of the instruction. It will not speak of developing correspondence as that activity is governed by AFMAN 33-326, *Preparing Official Communications*, and AFH 33-337, *Tongue and Quill*.

1.4. Approved Reference Materials.

1.4.1. The wing will recognize the reference materials listed in Table 1 as the standards to be followed when preparing and reviewing performance reports, promotion forms, and decorations.

Table 1. Approved Reference Materials.

| | |
|----|---|
| 1. | AFI 36-2406, Officer and Enlisted Evaluation Systems |
| 2. | AFI 36-2803, The Air Force Awards and Decorations Program |
| 3. | AFH 33-327, The Tongue and Quill |
| 4. | AFMAN 33-326, Preparing Official Communications |

1.4.2. Standardizing the approved materials ensures that all raters, preparation officials, and reviewers are operating from the same baseline when preparing and flowing correspondence. The sources in Table 1 combine to provide near complete guidance on the mechanics to be followed when preparing documents covered in this instruction. If an item is listed as appropriate or acceptable in any of the sources, then it will be held as valid by the reviewing chain.

2. Performance Reports.

2.1. Required items. When processing enlisted and officer performance reports (PR), include the items addressed in paragraphs 2.1.2 through 2.1.3. These are in addition to the obvious items: Enlisted Performance Report (EPR)/Officer Performance Report (OPR), the report on individual personnel (RIP), push note, etc. **DO NOT SEND OLD DRAFTS UNLESS THE WING MARKED THEM.**

2.1.1. Send electronically through an email.

2.1.2. Attach coordination chain/sheet to email. It records coordination from unit, to the group, then to the wing. If coordination is missing when it arrives at 75 ABW/CCA, it will be returned to the submitting group.

2.1.3. If the information on a PR differs from the RIP, update the personnel system and print a new RIP showing the change was successful.

2.1.4. For all Officer PR's going to the OO-ALC for signature, include last three OPR's, Single Unit Retrieval Format (SURF), and "Eyes Only" note from the Group Commander.

2.2. **Timeliness. Timeliness of PRs is an important issue in the wing.** Group executive officers, squadron section commanders, secretaries, commander support staff personnel, and reporting officials should be aware of the required timeline. Reports are due to the wing no later than the closeout date.

2.3. Logbook. All PRs will be logged in and out by the 75 ABW/CCA. At no time will 75 ABW/CCA be bypassed. If a PR is not logged in by the 75 ABW/CCA, the wing cannot

maintain control of the program. The wing maintains a database of PRs processed over time. Units may view the status of PRs on the wing logbook by visiting the web site at <https://hillnet.hill.af.mil/hafb/alc/75abw/cmd/>.

2.4. Final Actions. 75 ABW/CCA will review reports that are signed by the wing commander and will take these final steps as necessary.

2.4.1. After the report has been signed by 75 ABW/CC, it will then be forwarded by 75 ABW/CCA to the group or the staff agency for member's acknowledgement. After the member signs, the unit will forward to the MPF for processing.

2.4.2. If the report requires a squadron or group commander's signature (perhaps they were not available during a reprint), and if the unit coordinates with the 75 ABW/CCE, the wing will review the content of the PR and return the report to the appropriate squadron or group for signatures. It will be signed by the wing commander once the preceding signatures have been made. It will then be forwarded to group or staff agency for member's acknowledgement. After the member signs, the unit will forward to the MPF for processing.

2.4.3. Reports going to OO-ALC will be forwarded by the 75 ABW/CCE. Reports returned from OO-ALC will be received by 75 ABW/CCE to forward to the group or staff agency for member's acknowledgement. After the member signs, the unit will forward to the MPF for processing.

2.5. Follow-Up. Units may follow-up on the status of their reports by visiting the logbook on the Hillnet (<https://hillnet.hill.af.mil/hafb/alc/75abw/cmd/>). Units and groups should not contact OO-ALC to determine the status of reports. If such status is needed, check the wing logbook first, then request a call be made by the 75 ABW/CCE to the OO-ALC for status.

3. Decorations.

3.1. Required Items. The following items are mandatory. Decoration packages not meeting these standards will be returned without action.

3.1.1. Send electronically through an email to 75 ABW/CCA.

3.1.2. Attach coordination chain/sheet to email. It records coordination from unit, to the group, then to the wing. If coordination is missing when it arrives at 75 ABW/CCA, it will be returned to the submitting group.

3.1.3. Other decorations given during the current decorations award period.

3.1.4. DECOR 6-Recommendation for Decoration Printout (RDP). This document must be filled in and signed as appropriate. If the decoration is to be presented prior to a member's departure, include a presentation date. If the member will be departing, or has already departed, then provide a complete mailing address.

3.1.5. Citation. Should be submitted in text box format. When editing and quality review is complete, the wing command section will print the citation on the proper form.

3.2. Timeliness. Units must plan ahead, particularly for decorations to be awarded for retirement or prior to a member's departure. The longer you wait, the higher the risk of it not being completed when you need it.

3.3. Logbook. The wing maintains a database of decorations processed over time. Units may view decorations on the wing logbook by visiting the web site at <https://hillnet.hill.af.mil/hafb/alc/75abw/cmd/>.

3.4. Final Actions. The 75 ABW/CCA will send all approved decorations to the MPF. The completed decoration will then be forwarded to the proper destination.

3.4.1. If the member has already departed, then the decoration will be forwarded to the complete mailing address.

3.4.2. If there is no mailing address, it will be returned to the unit for final action.

4. Correspondence.

4.1. Routing. When sending items to the wing commander or the vice commander ensure the appropriate offices have coordinated on it. Normally work that flows to the wing falls into one of two categories: Mission/Support-Related and Personnel-Related.

4.1.1. Mission/Support-Related Items.

4.1.1.1. Squadrons and Group Agencies. Normally, these items are routed through the section chief/officer-in-charge (OIC), the squadron commander, and the group commander. Each of those levels may require additional routing/coordination.

4.1.1.2. Wing Staff Agencies. Ensure these items are signed off by the agency chief/commander.

4.1.2. Personnel-Related Items. All organizations (including wing staff agencies) must route these items through the section chief/OIC, the first sergeant (for enlisted issues), the unit commander, the group superintendent (for enlisted issues) and the group commander.

4.2. Required Items. All routing and coordination must be documented electronically.

4.2.1. For all hard copy correspondence (there is a regulation against sending it electronically) use a standard blue two-pocket folder.

4.2.1.1. AF Form 1768. Use this form especially when there is a need to explain the contents of the package. It also adds a degree of formality to correspondence. Fill in the form completely and attach to the **front** of the folder. For electronic Staff Summary refer to the AFH 33-337 Tongue and Quill page 222.

4.3. Logbook. 75 ABW/CCA will maintain a correspondence logbook (<https://hillnet.hill.af.mil/hafb/alc/75abw/cmd/>) to aid in tracking items in the command section.

4.4. Follow-Up. Units may view correspondence on the wing logbook by visiting the web site at <https://hillnet.hill.af.mil/hafb/alc/75abw/cmd/>.

5. Prescribed and Adopted Forms.

5.1. Prescribed Forms.

75 ABW Form 4, *Performance Report/Decoration Coordination Sheet*

5.2. Adopted Forms

AF Form 1768, *Staff Summary Sheet*

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*

AFI 36-2406, *Officer and Enlisted Evaluation Systems*

AFI 36-2803, *The Air Force Awards and Decorations Program*

AFMAN 33-326, *Preparing Official Communications*

AFH 33-337, *Tongue and Quill*

Abbreviations and Acronyms

CCA—Administrative Assistant to the Installation Commander

CCE—Executive Officer to the Installation Commander

EPR—Enlisted Performance Report

MPF—Military Personnel Flight

OIC—Officer in Charge

OO—ALC—Ogden Air Logistics Center

OPR—Officer Performance Report

PR—Performance Report

RDP—Recommendation for Decoration Printout

RIP—Report on Individual Personnel

ABW/CC—75th Air Base Wing Commander

TERMS

Mission/Support-Related Items—Work that is not personnel specific, but deals with the mission and the support functions for the mission.

Personnel-Related Items—These are items that related directly to people. Examples include: letters of appreciation, requests for retirement, discharge packages, etc.